

Park Glen Neighborhood Association

Minutes of June 15, 2020 Board Meeting

Call to Order and Roll Call

Susan called the meeting to order at 7:09 p.m. The following Board members were present: Susan Kenney, Stephen Whiteland, Paul Grove, Kelly Wingo, Tom Kaul, and Kristy Shallcross.

Approved at
the 7/20/20
Board Meeting

Consideration of May 18, 2020 Board Meeting Minutes

Tom motioned to approve the minutes from the May 2020 meeting. Stephen seconded. **The vote was unanimous and the motion passed.**

Announcement of Board Actions Since the May 18, 2020 Meeting

On May 22, 2020 **Susan Kenney motioned to donate \$460 from the Benevolence Fund to a homeowner whose husband recently passed away.** Stephen seconded. **The vote was unanimous and the motion passed.**

On May 28, 2020, **Susan Kenney motioned to give a \$50 gift card to each of the 12 winners of the 4th of July Decorating Contest (Total \$600 cost).** Tom Kaul seconded. **The vote was unanimous and the motion passed.**

President Updates:

- Newsletter for June/July is at ParkGlen.org
- Postcard announcing Election and Candidate Filing-This was approved at the last Board meeting and will be sent out to every homeowner in Park Glen. Susan guided homeowners to show them how to navigate our website to access additional information about candidacy as well as our upcoming Annual Meeting.

Vice-President Updates:

- Update on Second Sidewalk Project-Daniel Guido ranked the 6 Villages, and the Bluffs appears to have the highest number of sidewalk issues. He vetted contractors, 4 of whom have good credentials. He is starting to develop a price range. 204 addresses may be affected and potentially eligible for this work. Around 11,000-14,600 sq. ft. may need to be replaced. He estimates about \$175,000-177,000 for the Bluffs project.
- Status of Bridge column on Island Park Dr. near The Preserve Village-TPW looked at the bridge and they decided it is a parks issue and they will get with the Parks Department to take care of this bridge as to the erosion of its column(s). We are waiting to hear back from the Parks Department for additional information.

Other Board Member Comments

None.

Community Manager's Report

NMI reported on the following:

- Neighborhood Updates/Status Report
- Monthly Financial Report-May 2020 was reviewed out loud by Christina

Treasurer's Report

Paul reviewed the following for everyone:

- Tracking Report-Accounts Receivable Status-Tabled
- Benevolence Report-Tabled
- Insurance Policy Renewal

Events / Activities

- Scholarship Program Update-31 students applied. Julie Grove has distributed the applications to the Selection Committee to discuss them and give their selection hopefully by end of next week.
- July 4th Independence Celebration-Front Yard Picnic and Decorating Contest. Neighbors are encouraged to have picnics in their front yards beginning at 6:30 pm on July 4th. The idea is to converse with our neighbors while social distancing and enjoying the holiday together. Please submit a photo of your decorations (view from the street) on or before June 27th to pgnaBeth@gmail.com-Beth.
Beth Rutkoski is coordinating this. There are 4 categories listed on our website that describes decorating goals. Be creative and use what you have if you would prefer. Entrants should submit photos to Beth utilizing up to 2 categories.
- Update on PID6 Fireworks-The City is still working on their restrictions as to any fireworks.
- Annual Board Meeting and Election-September 14th and Election Schedule and Call for Candidates-The postcard will be mailed by the end of this week. Susan covered specifics as to the election and candidate filing schedule. This schedule is also attached to last month's minutes as an addendum.
- Report on Yard of the Month Program for Summer 2020 (June, July, August, September)-Beth Rutkoski is sprucing up advertising for the yard of the month so more people are aware of this contest. Winners will be listed on our website.
- Shredding Event - scheduled for September 26th at Park Glen Elementary parking lot along Black Hills Ln.

Business and Motions

- **Stephen motioned to approve homeowner appeal regarding fences and the requirement that all higher fences be stepped down over a span of 10 feet to meet the height of an adjoining 6 T. fence (Account #131121830.** Tom seconded. **The vote was unanimous and the motion passed.**
- **Paul motioned to deny homeowner appeal regarding the extension of their driveway (Account #131120630).** Kelly seconded. **The vote was unanimous and the motion passed.**
- Discussion about 2020 Turkey Trot and possible motion setting direction-Discussion was had as to hiring someone to coordinate this event. Susan also introduced an idea to, alternatively, hold a Turkey Mix 20/20/20. She explained what that would entail and is waiting to hear back to gather more information about this. **Kristy motioned not to hold the Turkey Trot in 2020 because of uncertainties of COVID-19.** Kelly seconded. **Motion passed with Paul a nay.**

- **Susan motioned to discontinue the 5G Committee which was formed to study the impact of 5G technology on the neighborhood and find solutions for any negative impacts.** Stephen seconded. **The vote was unanimous and the motion passed.** It was determined that individuals/neighbors could do this on their own or form a group and approach the State Legislature if they want to request any changes to current law.

Other Business

None.

Other Member Comments

None.

Adjourn

Meeting was temporarily halted at 8:49 p.m. to break so the Board could further discuss internally the Homeowner appeals. The Board reconvened at 9:10 p.m. Meeting adjourned at 9:13 p.m. Next Board Meeting is scheduled for July 20, 2020.

GET ON BOARD

We encourage you to run for the Park Glen Neighborhood Association Board of Directors. Any Park Glen homeowner can be a candidate in the 2020 Board election by filing between now and July 27. Filing instructions and complete 2020 election guidelines are at www.ParkGlen.org. You can also contact Park Glen's Community Manager at 972-359-1548 ext 169 or ParkGlenManager@nmitx.com. Do you think you might want to serve on the PGNA Board but would like to know a little about it to help you decide? The current Board members would love to answer your questions. Feel free to contact the Association President (PGNASusan@gmail.com) or any Board member.

Annual Meeting & Election

All Park Glen homeowners are welcome and encouraged to attend the Association's Annual Meeting at 7pm on Monday, September 14. Please vote in the 2020 Park Glen Board election to help reach the quorum requirement. Homeowners should receive ballots and instructions by mail on or before August 14. Homeowners may vote:

- 1) over the Internet from around August 14 through September 14 at noon,
- 2) by mailing a paper ballot to be received by September 14, or
- 3) in person on September 14.

Complete election guidelines may be found on the ParkGlen.org website.

Park Glen Neighborhood Association

A great place to live!

KNOW WHAT'S GOING ON IN PARK GLEN

- Visit www.ParkGlen.org regularly
- E-mail ParkGlenManager@nmitx.com to sign up for e-mail alerts
- "Like" [Facebook.com/ParkGlenHOA](https://www.facebook.com/ParkGlenHOA)

www.ParkGlen.org
[Facebook.com/ParkGlenHOA](https://www.facebook.com/ParkGlenHOA)

What you can do at www.ParkGlen.org:

- Read about upcoming events and things of interest to the community.
- Learn how to receive e-mail alerts of community events and news.
- Find the deed restrictions for your part of Park Glen and the bulletins of the entire neighborhood.
- Find the guidelines and forms for submitting a Property Modification Request prior to making improvements and changes to your property.
- Find the contact information for our community management company (Neighborhood Management, Inc.), police, city departments, and more.
- Ask the Board a question or give a suggestion or comment.
- Learn about opportunities to serve and volunteer to help make Park Glen a better place to live.
- Read current and past issues of Park Glen's monthly online newsletter.
- Find the links to the community's various Facebook pages.
- Sign up your business to be an exhibitor, vendor, or sponsor at a Park Glen event.
- Look at maps of the neighborhood and Arcadia Park, and more!

A property modification request is required from homeowners who want to make improvements or modifications to their property. Find the forms on the "Documents" tab of parkglen.org.

Get the MyFW app to report problems/issues to City

- Put bulk trash out only on the second Monday of each month!

- Store trash carts only in the backyard or garage Tuesday through Sunday!

We Want U for Code Blue!

Email:

ParkGlenCodeBlue@gmail.com



PGNA Board Meetings

3rd Monday of every month except for combined Nov/Dec meeting on 1st Monday of December. 7 pm either online or at 5421 Basswood Blvd Ste 710 (left of Premier Eye Care), check which at ParkGlen.org.

Park Glen Neighborhood Association

Management Report May 16, 2020 to June 12, 2020

Administrative

Homeowner Contact:

- 12 resale certificate inquiries.
- 47 regarding violations (this includes violations on their own properties or neighbors)
- 21 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 40 conversations regarding Property Modifications requirements/information.
- 2 Conversation with City of Fort Worth Code Enforcement Officer.
- 2 Conversations with NPO Derrick Simpson.

Change of Ownership

15 Properties had ownership changes processed from 5/16/2020 to 6/12/2020.

ACC Applications from to 5/16/2020 to 6/12/2020

47 ACC applications have been received from owners since 5/16/2020.

- 28 applications were approved for:
 - Roof Replacement
 - Skylight Installation
 - Solar Panel Installation
 - Window Replacements
 - Fence Replacement
 - Fence Modification
 - Storm Door Installation
 - Patio Cover/Deck
 - Chimney repair and painting
- 2 applications were denied
 - Exterior Painting
 - Concrete Addition
- 13 application are pending

Park Glen Neighborhood Association

Management Report May 16, 2020 to June 12, 2020

Compliance Summary

201 Open Violations:

- 2 Architectural Violations
- 5 Basketball Hoops on Curb
- 15 Fence Repair Needed
- 7 Holiday Decor
- 15 Repaint Trim/Chimney
- 3 Garage Door Paint/Dents
- 2 bulk items
- 11 Unauthorized Signs (commercial business signs and/or political)
- 8 Storage
- 51 Landscaping (mow, weeds in beds, trim shrubs, trees, tree stumps, sod needed)
- 3 Unsightly Appearance
- 74 Trash Cans
- 3 Trailers
- 1 Boat
- 1 Parking on the Grass

112 Monitored Violations:

- 2 Architectural
- 1 Basketball goal
- 5 Fence Repair
- 1 Holiday Décor/Lighting
- 5 Storage
- 1 Bulk Items
- 4 unsightly appearance
- 1 stain/repair garage door
- 12 Repaint chimney/trim
- 66 landscaping (majority sod & tree stumps)
- 13 trash cans (left on monitor due to comments)
- 1 inoperable vehicle

92 Violations were closed.

Park Glen Neighborhood Association

Management Report May 16, 2020 to June 12, 2020

Accounting

22 Homeowner Payments Received between to May 16, 2020 to June 12, 2020

Operating Account	\$	391.87
Due to NMI – Collect ltr/Pynt Plans/Admin	\$	856.93
Prepaid Owner Assessments	\$	90.64
Assessments	\$	1,831.51
Late Fee	\$	134.39
Fines	\$	295.75
Interest on Assessments (Delinq)	\$	120.89
Legal Fees Billed Back	\$	4,299.45

Please refer to attached reports for Balance Sheets and Summary.

Collections

As of 6/11/2020, below is a summary of legal and non-legal collections. Please refer to attached report from association attorney.

Legal:

- 5 Combo – Collections/Deed Restrictions/Pre-Litigation
- 4 Active Deed Restrictions Litigation
- 9 Judicial Foreclosures – ** up 1 from last month
- 7 Collection Pre-Litigation ** 3 new referrals
- 5 Active Post Judgments - **down 1 from last month
- 2 Bankruptcies
- 1 Active Payment plan – Paid in Full

Non-Legal:

- 1 pending payment plan – payment received; agreement not received.

Respectfully Submitted,

Christina M. Fountain, FL CAM
Neighborhood Management, Inc.

Park Glen Neighborhood Association, Inc.
Balance Sheet
5/31/2020

	Operating	Reserves	Total
Assets			
<u>Current Assets</u>			
1000 - CAB Operating Checking *4480	\$169,917.35		\$169,917.35
1001 - CAB Operating Money Mkt *9421	\$24,807.50		\$24,807.50
1005 - CAB ICS Operating Money Mkt *3193	\$50,011.70		\$50,011.70
1100 - AAB Reserve Money Mkt *2358		\$97.79	\$97.79
1101 - TCB Reserve Money Mkt *2228		\$124,558.86	\$124,558.86
1102 - AAB ICS Reserve MM *845		\$125,417.27	\$125,417.27
1200 - CDARS Reserve CD 52 weeks 8/27/20 *4751		\$127,515.61	\$127,515.61
1201 - CDARS Reserve CD 52 weeks 8/27/20 *4735		\$127,515.61	\$127,515.61
1600 - Accounts Receivable	\$99,439.46		\$99,439.46
1605 - Allowance for Doubtful Accts	(\$79,823.42)		(\$79,823.42)
<u>Total Current Assets</u>	<u>\$264,352.59</u>	<u>\$505,105.14</u>	<u>\$769,457.73</u>
Assets Total	\$264,352.59	\$505,105.14	\$769,457.73
 Liabilities & Equity			
	Operating	Reserves	Total
<u>Current Liabilities</u>			
2003-99 - Due to NMI--Collect Ltr/Pmt Plans/Admin	\$135.00		\$135.00
2050 - Prepaid Owners Assessments	\$11,248.36		\$11,248.36
<u>Total Current Liabilities</u>	<u>\$11,383.36</u>		<u>\$11,383.36</u>
 <u>Equity</u>			
3600 - Prior Year Adjustments	\$125.38	(\$70.09)	\$55.29
<u>Total Equity</u>	<u>\$125.38</u>	<u>(\$70.09)</u>	<u>\$55.29</u>
Retained Earnings	\$84,567.56	\$500,025.34	\$584,592.90
Net Income	\$168,276.29	\$5,149.89	\$173,426.18
Liabilities and Equity Total	\$264,352.59	\$505,105.14	\$769,457.73

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Operating
5/1/2020 - 5/31/2020

	5/1/2020 - 5/31/2020			10/1/2019 - 5/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Total Other Expense</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,617.00
Total Expense	\$5,118.90	\$12,030.00	\$6,911.10	\$78,533.58	\$106,925.00	\$28,391.42	\$247,242.00
Operating Net Income	(\$4,917.98)	(\$11,745.00)	\$6,827.02	\$168,276.29	\$139,527.00	\$28,749.29	\$0.00
Net Income	(\$4,917.98)	(\$11,745.00)	\$6,827.02	\$168,276.29	\$139,527.00	\$28,749.29	\$0.00

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Reserves
5/1/2020 - 5/31/2020

	5/1/2020 - 5/31/2020			10/1/2019 - 5/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Other Income</u>							
4500 - Interest Income	\$4,283.14	\$0.00	\$4,283.14	\$5,149.89	\$0.00	\$5,149.89	\$0.00
4750 - Reserve Fund Contribution Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,617.00
<u>Total Other Income</u>	\$4,283.14	\$0.00	\$4,283.14	\$5,149.89	\$0.00	\$5,149.89	\$69,617.00
Total Income	\$4,283.14	\$0.00	\$4,283.14	\$5,149.89	\$0.00	\$5,149.89	\$69,617.00
Operating Net Income	\$4,283.14	\$0.00	\$4,283.14	\$5,149.89	\$0.00	\$5,149.89	\$69,617.00
Net Income	\$4,283.14	\$0.00	\$4,283.14	\$5,149.89	\$0.00	\$5,149.89	\$69,617.00

Park Glen Neighborhood Association

2020 Election Guidelines

Election Timeline

- By June 25 – Mailing to all homeowners notifying of the annual meeting, the opportunity and procedures for homeowners to file as candidates, and an overview of the voting process. The mailing may also contain other topics, as the Board desires.
- By June 25 – Communicate the election, candidate filing opportunity, and guidelines via the ParkGlen.org website, e-mail messages sent to our e-blast list, and Facebook posts. Repeat between July 2-13 and again between July 17-23.
- By June 25 – Candidate filing period opens. Post candidates & candidate statements on website as they come in and candidate eligibility is verified.
- July 27 – Candidate filing period closes. All filings must be received by the end of the day on this date, regardless of the sending method.
- By July 31 - send candidate names and statements to Election-America, each candidate, the existing Board members, and the ParkGlen.org webmaster.
- By August 8 – Election-America prepares candidate information sheets, ballots, information letters, & voting website.
- By August 11 – Election-America mails letter, mail-in ballot, & candidate information sheet to each homeowner.
- When Election-America mails voting information - Advance Voting period opens.
- September 14 at noon - Advance voting period ends.
- September 14 (Monday) - Annual Meeting will be held in-person or online. In-person voting will be available at the meeting if held in person or via a ballot drop-off station if meeting is held online. Assuming quorum is met, results will be made known in the meeting.